

TOWN OF SUNSET BEACH

TOWN COUNCIL AGENDA ITEMS

MEETING DATE: June 3, 2013

AGENDA ITEM NUMBER: 5d

SUBJECT: Park Development Engineering Proposal

SUMMARY OF INFORMATION:

If the Council chooses to do the exemption allowed under the Statutes and accept the proposal from Withers & Ravenel to do the engineering services for the development of the park, then you will need to authorize the Town Administrator to execute the Agreement. As their proposal outlines, they will do the engineering design for all of the amenities, the construction drawings, geotechnical services, CAMA and any other agency permitting, construction contract preparation, construction administration, monthly progress meetings with the contractor to monitor progress and resolve any issues, arrange and attend a pre-construction conference with the contractor, conduct substantial completion inspection and develop a punch list, prepare construction record drawings, conduct the final inspection, and closeout the project by meeting with the Town to formerly review the project and address all outstanding issues. They anticipate substantial completion of the construction by the end of January, 2014, and final completion by the end of February.

TOWN ADM: (x) DEPT. HEAD ()